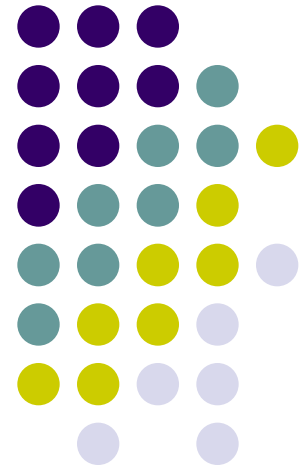


2011 IERC Conference

Local Emergency
Planning Committees

REVIEW/UPDATES





How did LEPCs come about?

Emergency

Planning

and

Community

Right-to-know

Act

(EPCRA)

Methylisocyanate Releases
Union Carbide Chemical Plants
(1980s)



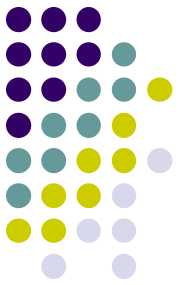
Bhopal, India—2,500

people killed and over
10,000 known injuries



West Virginia, USA—Some
fatalities and thousands of
known injuries

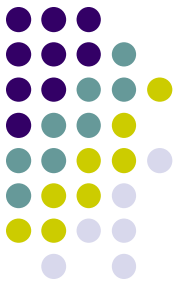
What are the intentions of EPCRA?



A community's right to know

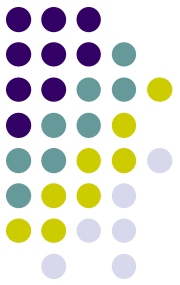
- ♥ Improve community preparedness
- ♥ Promote cooperation
- ♥ Increase public awareness
- ♥ Build information database

Why should you have an LEPC?



- ❖ County-specific information on chemicals present in communities
- ❖ Community Right-to-Know about these chemicals
- ❖ Local governments in charge of their own counties

Statutes



Federal Laws Adopted by Indiana & State Laws

42 USC 11001-11050

IC 13-25-1 →→ IERC and LEPC establishment and duties

IC 13-25-2 →→ Facility emergency planning & notification

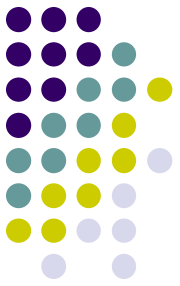
IC 6-6-10 →→ Funding IERC & LEPCs

49 CFR 110.40 →→ Funding LEPCs (HMEP/Hazardous Materials

Transportation Safety and Security Reauthorization Act of 2005)

Composition of IERC and LEPCs

Representatives from...



IERC

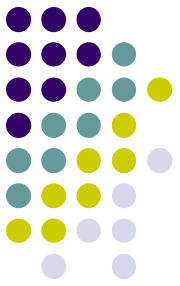
- state government—4 reps
- local government—3 reps
- business & industry—3 reps
- general public—3 reps

LEPCs

- local/state government
- law enforcement
- emergency management
- fire fighting
- emergency medical services
- health profession
- environmental organizations
- transportation
- broadcast/print media
- industry
- community groups
- hospitals

Duties & Responsibilities

Statutory Requirements



IERC

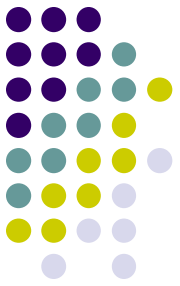
- ❖ Maintain SARA Title III records
- ❖ Manage LEPCs
- ❖ Allocate funding to compliant LEPCs

LEPCs

- ❖ Meet funding requirements
- ❖ Develop, manage and execute emergency response plans dealing with accidental chemical release from facilities
- ❖ Distribute information to the general public

Goals of the IERC

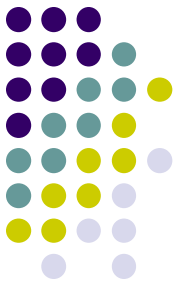
To Meet Statutory Requirements



- ❑ Maintain SARA Title III records in Indiana (chemical storage and spill information)
- ❑ Provide consistent statewide leadership to LEPCs as they develop emergency response plans to deal with accidental chemical releases from Title III facilities in their counties and as they make available to the general public chemical information submitted by those facilities
- ❑ Encourage statewide LEPC compliance with statutes

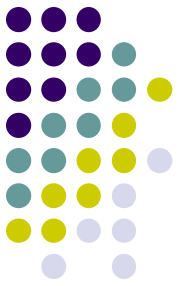
Goals of the IERC

Not Required by Statute



- ❑ Facilitate/provide adequate and appropriate hazardous materials response training for emergency response community (CAMEO, Hazmat response, plan exercising)
- ❑ Provide training in EPCRA reporting for LEPCs and facilities with SARA Title III chemicals
- ❑ Provide technical assistance/training to LEPCs in development of emergency response plans

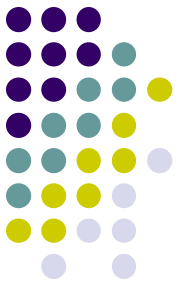
How are LEPC members appointed?



- ✧ LEPC selects members
- ✧ List is presented to IERC for approval
- ✧ LEPC chooses chair and vice-chair without involvement of IERC
- ✧ No limits on terms for members, but terms are usually 1 year
- ✧ LEPC must outline membership terms in its bylaws

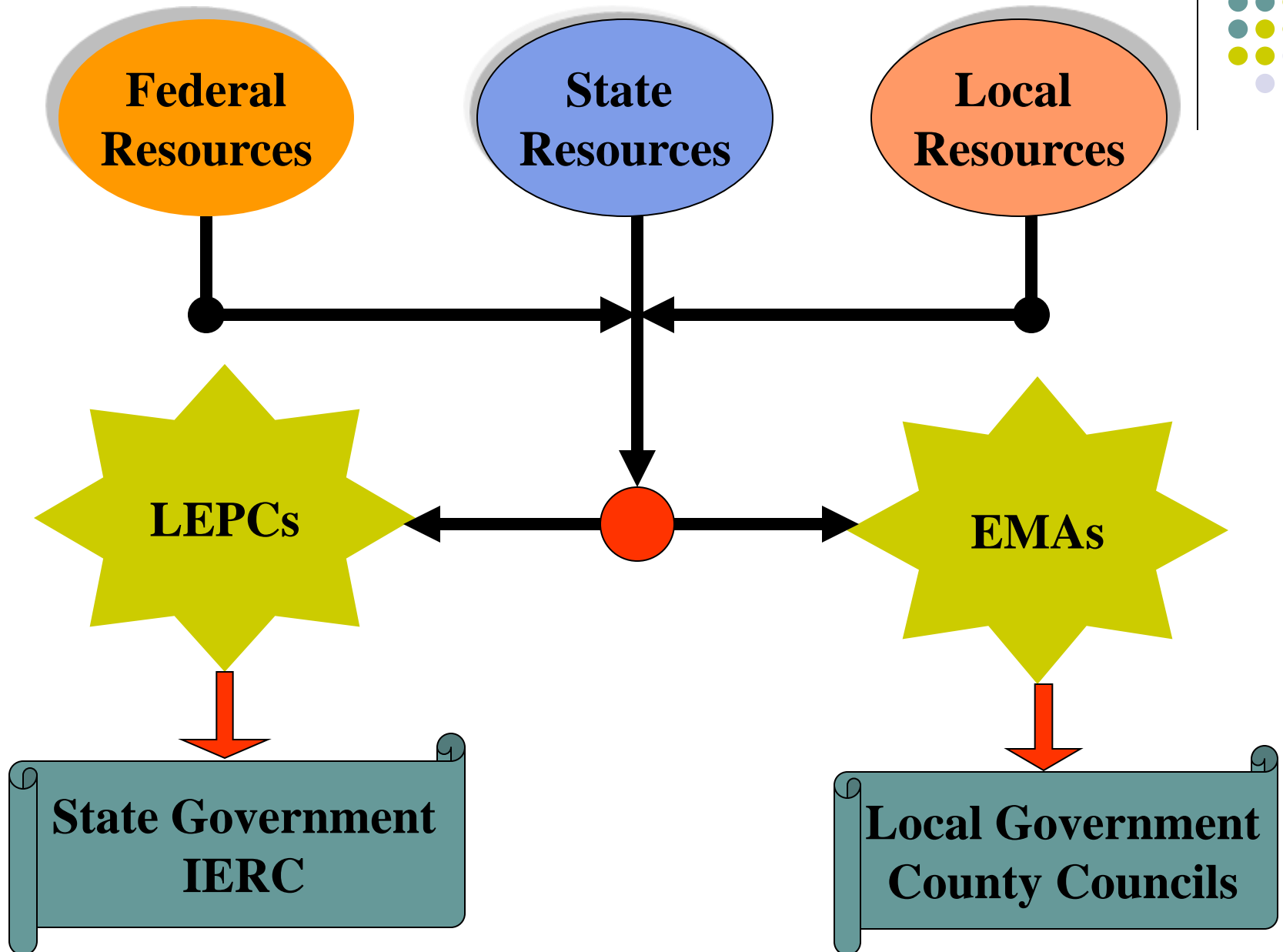
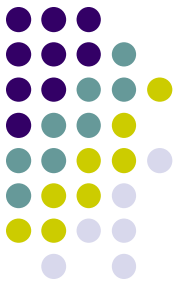
Goals of an LEPC

To Meet Statutory Requirements

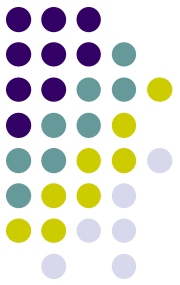


- ❑ Have an emergency plan in place to address chemical accidents
- ❑ Coordinate both local and state emergency personnel during emergencies
- ❑ Keep citizens informed about the chemicals in their areas, and protect them from such chemicals
- ❑ Be a resource of information and expertise for inter-agency activities and emergency response action
- ❑ Sustain itself by keeping members of its community involved

LEPC & EMA Connection



Remember...LEPCs and EMAs are Separate Entities



LEPCs

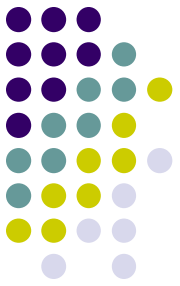
- Are small units of state government
- Have voluntary members
- Are NOT response agencies
- DO NOT manage county agencies
- Compile county-specific chemical storage inventories information held by industry
- Develop county-specific emergency response plans for accidental chemical releases
- Disseminate information on chemical safety and prevention to the public
- Provide affordable education/training to the local response agencies
- Report to the IERC and the public

EMAs

- ✓ Are major units of local government
- ✓ Have only members who are paid emergency response professionals
- Are response agencies
- DO NOT manage state agencies
- Manage natural disasters
- Develop county-specific response plans to address natural disasters
- Report to respective county councils
- AND MUCH MUCH MORE

But...

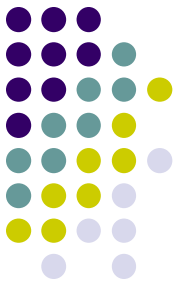
The duties and personnel of the LEPCs and EMAs may overlap



Some examples are...

- LEPC members may also be EMA employees
- LEPC members may also serve on the County Council
- LEPC meetings may be facilitated at EMA offices
- LEPC equipment and records are often housed at EMA sites
- LEPCs may fund EMA hazardous materials-related activities
- EMA response to natural disasters may require the use of LEPC plans
- EMA directors often serve as LEPC chairs
- Public/industry communication with LEPCs is often done through EMAs
- Federal and state agencies often communicate with LEPCs through EMAs and vice versa.....AND MUCH MUCH MORE

Annual LEPC Requirements & Due Dates



Legal Notices — January 31



Roster — March 1



Fiscal Report — March 1



Plan Review — December 31



Bylaws — December 31





Meeting Minutes — December 31




Exercise Report — December 31

Legal Notices – Due January 31

Dos...

-  Provide a copy of the publisher's affidavit
-  Submit newspaper clipping of the notice

Don'ts...

-  Submit a letter sent to media stating meeting dates, times and location

Sample

Legal

Notice

Affidavit

Form Prescribed by State Board of Accounts
Dubois County Emergency Management
(Governmental Unit)
Dubois County, Indiana

Huntingburg Press LLC
P.O. Box 260
Huntingburg, IN 47542
Federal ID, 961-1578535

General Form No. 99 P (Rev. 1967)

PUBLISHER'S CLAIM

LINE COUNT

Display Mitter (Must not exceed two actual lines, neither of which shall total more than four solid lines of the type in which the body of the advertisement is set)
number of equivalent lines
Head - number of lines
Body - number of lines
Tail - number of lines
TOTAL number of lines in notice

27
27

COMPUTATION OF CHARGES

27 lines 1 column wide, equals 27 equivalent lines

at 388 cents per line \$ 10.48

Additional charge for notices containing rule and figure work
(50 percent of above amount) \$

Charge for extra proofs of publication
(\$1.00 for each proof in excess of two) \$

TOTAL AMOUNT OF CLAIM \$ 10.48

DATA FOR COMPUTING COST

Width of single column 11 cms

Size type 7 point

Number of insertions 1

Pursuant to the provisions and penalties of Ch. 135, Acts 1933,

I hereby certify that the foregoing account is just and correct, that the amount claimed is legally due, after allowing all just credits, and that no part of the same has been paid.

Date March 14 2004

Aaron Roettger, General Manager

PUBLISHERS AFFIDAVIT

State of Indiana
Dubois County

Personally appeared before me, a notary public in and for said county and state, the undersigned Aaron Roettger who, being duly sworn, says that he is Advertising Manager of The Huntingburg Press LLC, a weekly newspaper of general circulation printed and published in the English language in the town of Huntingburg in the state and county aforesaid, and that the printed matter attached hereto is a true copy, which was duly published in said paper for 1 time the date of publication being as follows.

DECEMBER 15, 2004
LEGAL NOTICE

Aaron Roettger, General Manager

Subscribed and sworn to before me this 14th day of Dec, 2004

Eileen G. Lee

Eileen G. Lee, Notary Public
My commission expires March 10, 2012

I Certify that the claim is true and correct; that the services therein rendered and for which charge is made were ordered by me and were necessary in public business.

20...

Membership Roster – Due March 1



Fill in all categories

- ❖ Minimum: 13 members
- ❖ Maximum: 9 members per category



Sign and date forms



Update roster anytime during the year



Provide membership removals/additions

Sample

Roster

_____ County

LOCAL EMERGENCY PLANNING COMMITTEE ROSTER

Address:

Chairperson:

Email :

Information Coordinator:

Document Location:

Planning Coordinator:

Community Emergency Coordinator:

Telephone Numbers: 24-hour Emergency:
Administrative Number:

Representatives:

A. Local/State Gov't

G. Environmental

B. Law Enforcement

H. Transportation

C. Emergency Management

I. Broadcast/Print Media

D. Fire Fighting

J. Industry

E. Emergency Medical Services

K. Community Groups

F. Health

L. Hospital

ROSTER SUBMITTAL DATE:

Fiscal Report – Due March 1

- 💰 Previous year's expenditures
- 💰 County treasurer's report
- 💰 Form signed and dated

All expenditures must meet these conditions:

- 💰 Approved at a legal meeting
- 💰 Approved at meeting with quorum of members
- 💰 Approved by an LEPC majority vote

Sample Fiscal Report

2011 FISCAL REPORT FOR _____ COUNTY LEPC

Complete the information and return this completed report to the IERC by March 1, 2012.

Completion of this report fulfills your reporting requirement under IC 6-6-10-8 (Annual report of the Local Emergency Planning Committee) which states: "Each year, a local emergency planning committee shall submit to the emergency response commission a report that describes the expenditures of the local emergency planning committee in the preceding year that were paid for with money distributed under section 7 of this chapter."

Please break down the disbursements from the Emergency Planning and Community Right-To-Know Fund as to how the money was distributed in each of the allowable expense categories.

Account balance as of *1/1/11*

Total Receipts in 2011

Subtotal

Disbursements for 2011:

- | | |
|--|-------|
| 1. Emergency Planning | _____ |
| 2. Data Management | _____ |
| 3. Training | _____ |
| 4. Hazardous Material Response Equipment | _____ |
| 5. Administrative Communication Equipment | _____ |
| 6. Meeting Stipend | _____ |
| 7. Special Projects Approved at a SERC Meeting | _____ |
| 8. Maintenance of LEPC purchased Equipment | _____ |

Total Disbursements for 2011

Account Balance as of 12/31/11

Report completed by:

(Type or print name)

(Signature)

(Title)

(Date)

Please attach a copy of your county LEPC printout (also known as County Council budget report).

LEPC Plan Updates – Due December 31

Dos...

- 📄 Use the 9 planning elements in the plan evaluation checklist
- 📄 Submit *only* updates to the plan (paper or electronic format) rather than the entire plan
- 📄 Provide actual text/maps as they would appear in the plan
- 📄 Submit *all* items requiring annual updates (denoted by *)

Don'ts...






- ☹️ Send a letter stating "*no changes* to the plan"
- ☹️ Send a letter stating changes without paper or electronic files
- ☹️ Submit plans not addressing hazardous materials and/or the 9 planning elements
- ☹️ Submit the *plan review* with your changes/comments on it

Sample Plan Evaluation Checklist CAMEO- developed plans are encouraged

XXXXXX County LEPC Plan Evaluation Checklist-XXXX			
Element	Description/Expectation		
1	<p>State Law Identification of the following: (A) Facilities subject to this chapter that are within the emergency planning district. (B) Routes likely to be used for the transportation of substances on the list of extremely hazardous substances. (C) Additional facilities contributing to or subjected to additional risk due to the proximity of the facilities to facilities subject to this chapter, including hospitals or natural gas facilities." (IC 13-25-2-5(c)(1)(A-C))</p>		
	<input checked="" type="checkbox"/>	Review Will Include the Following Items	Location in Document
*	1a	List the facilities subject to SARA Title III. Include facility addresses. Designate EHS or other status (i.e., 302, 304, 311, 312, etc.) for each facility. <i>List the EHS chemicals at each facility</i> (may be presented in table format).	
*	1b	<i>Include a map showing locations of SARA Title III Facilities. Designate differences between EHS and other facilities.</i>	
	1c	Describe or list the common transportation routes for EHS materials in the county (include rail, roadway, waterway, pipeline).	
	1d	<i>Include a map showing transportation routes for EHS materials.</i>	
*	1e	List the facilities contributing to or at greater risk due to proximity to SARA Title III facilities (schools, hospitals, nursing homes, areas of large group gathering- i.e., arenas, concert halls, shopping malls, churches, convention centers, etc.)	
*	1f	<i>Include a map showing locations of facilities contributing to or at greater risk due to SARA Title III facilities. (Schools, hospitals, nursing homes, areas of large group gathering- i.e., arenas, concert halls, shopping malls, churches, convention centers, etc.)</i>	
	1g	Include a vulnerability zone map for each facility. Use either CAMEO Screening and Scenario, or use the North American Emergency Response Guidebook (NA ERGB) evacuation distance for the EHS or CERCLA hazardous chemical with the greatest vulnerability zone at the facility.	
Other items meeting element description. (describe)			
Deficiencies. Describe the deficiency and what is needed to be in compliance for the required item.			
Item #	Description		
Other items of note. Document any other notes regarding this planning element.			
Plan requires labeling for identification of the locations of the planning elements			
Signature of Reviewer Conducting Plan Evaluation		Ian Ewusi Reviewer	Date
Signature of LEPC Representative present at Evaluation Review		position	Date

Bylaws – Due December 31

Dos...

-  Provide copies to all members
-  Review bylaws at a committee meeting
-  Address quorum and proxy issues
-  Address absenteeism
-  Evaluate membership stipend payments

Don'ts...

-  Adopt the IERC template or another LEPC's bylaws without review

Exercise Report — Due December 31

Dos...

- Submit *proposal* report 30 days before exercise (on the exercise proposal form)
- Conduct tabletop, functional, full-scale or actual event
- Use EHS/HS in the prescribed reportable quantities in the exercise
- Partner with other county response agencies for the exercise
- Submit *credit* report within 30 days after exercise completion (on the exercise credit form)

Don'ts...

- Submit EMA/CEM exercise reports in lieu of LEPC exercise reports

Sample Exercise Proposal Report

INDIANA LEPC EXERCISE PROPOSAL NOTIFICATION

Name of LEPC: _____ Submitted by: _____

Contact Person: _____ Phone: _____ Date: _____

(Notice MUST be filed thirty (30) days before exercise to qualify for exercise credit)

INFORMATION ABOUT THE EXERCISE (Check Type)

Table Top: _____ Functional: _____ Full Scale: _____

Date of Exercise: _____ Time: From _____ A.M./P.M. to _____ A.M./P.M.

Geographical Location: _____

City: _____ County: _____ Describe Scenario: _____

Chemical Name(s): _____

Fixed Facility Incident: _____ Transportation Incident: _____

Is Chemical: EHS? _____ Y/N CERCLA? _____ Y/N

RQ for Chemical: _____ Amount of Chemical(s) Released: _____

Key Agencies: A minimum of four (4) of the key response agencies must be ON THE EXERCISE SCENE.

Key Agencies	On Scene	
Jurisdictional Fire Department	Yes	No
Emergency Medical	Yes	No
Hazmat Team	Yes	No
Emergency Management	Yes	No
Law Enforcement	Yes	No
Other (Write-In)	Yes	No
	Yes	No

Support Agencies: A minimum of four (4) of the support agencies must be ON THE EXERCISE SCENE.

Support Agencies	On Scene	
Red Cross	Yes	No
Hospitals	Yes	No
Public Works	Yes	No
IDHS	Yes	No
IDEM	Yes	No
OSFM	Yes	No
Board of Health	Yes	No
Indiana State Police	Yes	No
Coroner	Yes	No
Amateur Radio	Yes	No
Military	Yes	No
Other (Write In)		
	Yes	No

Name of Person Filing Report (Print): _____ Title: _____

Signature of Person Filing Report: _____ Date: _____

Sample Exercise Credit Report

Name of LEPC: _____ Submitted by: _____

Contact Person: _____ Phone: _____ Date: _____

INFORMATION ABOUT THE EXERCISE (Check Type)

Table Top: _____ Functional: _____ Full Scale: _____ Actual Incident: _____

Date of Exercise: _____ Time: From _____ A.M./P.M. to _____ A.M./P.M.

Geographical Location: _____

City: _____ County: _____ Describe Scenario: _____

Chemical Name(s): _____

Fixed Facility Incident: _____ Transportation Incident: _____

Is Chemical: EHS? _____ Y/N CERCLA? _____ Y/N

RQ for Chemical: _____ Amount of Chemical(s) Released: _____

Key Agencies: A minimum of four (4) of the key response agencies must be ON THE INCIDENT/EXERCISE SCENE and attend the DEBRIEFING.

Key Agencies	On Scene	
Jurisdictional Fire Department	Yes	No
Emergency Medical	Yes	No
Hazmat Team	Yes	No
Emergency Management	Yes	No
Law Enforcement	Yes	No
Other (Write-In)	Yes	No
	Yes	No

Support Agencies: A minimum of four (4) of the support agencies must be ON THE INCIDENT/EXERCISE SCENE and attend the DEBRIEFING.





Support Agencies	On Scene	
Red Cross	Yes	No
Hospitals	Yes	No
Public Works	Yes	No
IDHS	Yes	No
IDEM	Yes	No
OSFM	Yes	No
Board of Health	Yes	No
Indiana State Police	Yes	No
Coroner	Yes	No
Amateur Radio	Yes	No
Military	Yes	No
Other (Write In)	Yes	No
	Yes	No

Name of Person Filing Report (Print): _____ Title: _____



Signature of Person Filing Report: _____ Date: _____

Meeting Minutes — Due December 31

Dos...

-  Publish/post meeting announcement, agenda and minutes in accordance with "open door law"
-  Have a quorum present
-  Hold 2 meetings every 6 months
-  Submit minutes with date/time and attendee sign-up sheets

Don'ts...

-  Submit county executive/council meeting minutes
-  Submit EMA/LEPC joint meeting minutes

What your LEPC gets from the state for being compliant



⌚ Funding

⌚ Annual fees collected

⌚ Grants (HMEP)

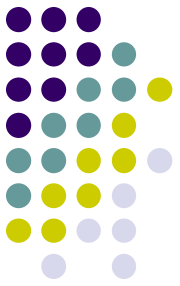
⌚ Guidelines from the IE

⌚ Information and assistance

from your field representative

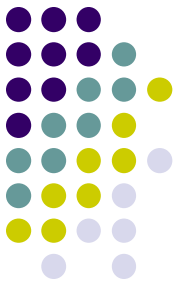


8 LEPC Expense Categories



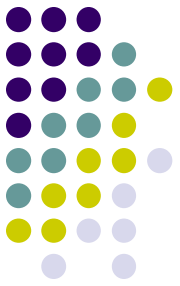
- \$ Establishing LEPC plan
- \$ Dealing with public information requests
- \$ Training for emergency and HAZMAT response
- \$ Equipping a HAZMAT response team
- \$ Purchasing communication gear
- \$ Paying member stipends
 - \$20 per member per LEGAL meeting
- \$ Paying for special projects
 - Must be PRE-APPROVED by IERC
- \$ Maintaining, repairing, calibrating LEPC equipment

Lingering LEPC Issues



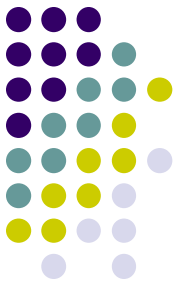
- ❖ Procedure for procurement of LEPC funds
(handout letter or IERC handbook p. 47)
- ❖ Proxy / designee rules—IC 13-25-1-6 (handout)
- ❖ Ethics training requirements—IC 4-2-6 & 42 IAC
- ❖ Exercises requirement—EHSs vs HSs with other response agencies/districts
- ❖ Contracting with LEPC members
(Conflict of interest disclosure, IERC Handbook p. 99)

Lingering LEPC Issues



- ❖ EPCRA reporting methods—online vs. paper
- ❖ Facility compliance and enforcement
(IERC handbook pp. 91-96)
- ❖ HMEP grant application
 - ✓ Timelines
 - ✓ iGMS process

Contact Information



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Indianapolis, IN 46204
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Fax: (317) 233-5006
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Fax: (317) 233-5006
iewusi@dhs.in.gov